



U.S. Department of Justice
Federal Prison System

NUMBER: TRM 5267.07
DATE: December 30, 2004
SUBJECT: VISITING
REGULATIONS

Federal Correctional Institution
Terminal Island, CA

90731

1. **PURPOSE AND SCOPE.** To define local procedures for inmate visiting at the Federal Correctional Institution (FCI), Terminal Island, California.
2. **DIRECTIVES AFFECTED.**
Program Statements:
5267.07 Visiting Regulations, dated 4/14/03.
5267.06 Visiting Regulations, dated 04/07/03.
5510.09 Searching, Detaining, or Arresting Persons Other than Inmates, dated 03/06/98.
1315.07 Inmate Legal Activities dated 11/05/99.

Directives Rescinded:
Institution Supplement 5267.06B, same subject, dated 08/27/02.
3. **STANDARDS REFERENCED.** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4503, 4-4504.
4. **VISITING HOURS.** Visiting is permitted as follows:

Friday, Saturday, Sunday, Monday and Federal Holidays
8:00 a.m. - 3:30 p.m.

Tuesday and Wednesday and Thursday
no visiting
5. **FREQUENCY OF VISITS AND NUMBER OF VISITORS.** Each inmate has the opportunity to receive 30 points of visiting each month. On weekdays, one hour of visiting is equal to one point. On holidays and weekends, one hour of visiting will equal two points. Due to space limitations, only five visitors may visit an inmate at one time. This limitation includes children.
6. **VISITOR APPROVAL PROCEDURES.**
 - a. During the admission and orientation period, each inmate will submit a proposed list of visitors to his unit team. Inmates will mail Attachments 1 and 2 to all prospective visitors. Prospective visitors who are not recognized as immediate family will also be forwarded the Visitor Information form (BP-S629.052). Additionally, unit staff may require a completed Visitor Information form for immediate family members with serious criminal histories. Required Visitor Information forms must be completed and returned to the unit staff.

DISTRIBUTION: Warden, Associate Wardens, Executive Assistant, Department Heads, IDO, AFGE, Inmate Law Library, and Master File

- b. The Unit Manager will review all prospective visiting applications after the investigation process is completed. A prospective visitor with any drug-related conviction, or any other serious convictions in his/her background, requires the approval of the Warden (or his designee) before being approved for placement on an inmate's visiting list.
- c. Immediate family members will ordinarily be approved to visit. Other relatives, friends, and associates will require background reviews and the approval of the unit team. Up to ten friends and associates may be placed on an inmate's visiting list. Overall, up to 20 visitors may be placed on an inmate's visiting list.

7. **VISITS FOR OTHER THAN GENERAL POPULATION INMATES.**

- a. Visiting for inmates presenting special security or separation needs will be referred to the Captain.
- b. Careful review of hospitalized inmates, who may suffer from infectious diseases or psychoses, is necessary prior to authorizing visits. When an inmate is in the Short Stay Unit, the respective Unit Manager will consult with the Health Services Administrator and the Captain, to determine if the inmate will be allowed to visit. When an inmate is hospitalized at a local outside hospital, the respective Unit Manager will consult with the Health Services Administrator, the Captain and the Associate Warden of Programs prior to approval of visitors.

8. **VISITING REGULATIONS.**

- a. All visitors, with the exception of children under 16 years old will be required to present photo identification issued by a recognized government agency. Visitors from outside the United States may present as identification the following: Resident Alien card, Employment Authorization Card, or a B1/B2 Visa Card. Otherwise, identification includes a valid state issued driver license, state or government issued identification card, or passport. In addition, the visitor's identification will be retained by visiting room staff upon admission to the institution and returned to the visitor upon exiting the institution.
- b. Visitors under the age of 18 must have a parent and/or guardian sign the visitor information form. Proof of parentage and/or guardianship, i.e., birth certificate or court document must accompany the form.
- c. Children under the age of 16 must be accompanied by an adult already approved to visit the inmate.

- d. Visitors are prohibited from bringing animals to the institution, with the exception of dogs assisting persons with disabilities. In these circumstances, the visitor must provide staff with certification the dog is trained for that purpose.
- e. Under no circumstances shall the Visiting Room Officer accept articles, gifts of any kind, or money for an inmate.
- f. Inmates will be pat searched upon entering, and strip searched upon exiting the visiting room.
- g. All inmates must wear institution issued clothing in the visiting room; khaki shirts buttoned up to the second from the top button and tucked in, pants with an institution belt, T-shirt, socks, underwear and shoes. Tennis shoes are **not** permitted. No jewelry may be worn in the visiting room, with the exception of a wedding band and authorized religious medal/chain. Prescription glasses and religious headgear are permitted. No personal items will be kept in the shakedown room.

Unauthorized items must be returned to the unit by the inmate. Medication, such as nitroglycerin tablets, may be permitted when authorized by Health Services staff and will be maintained by the Visiting Room Officer.

- h. Money will not be accepted for deposit to inmates' accounts through the visiting room. Inmates are not allowed to handle or retain money in the visiting room. Inmates are not authorized to use the vending machines at any time.
- i. Currency is not permitted inside the visiting room. Each visitor will be limited to \$25.00 in coins.
- j. The Visiting Room Officer may assign seating to an inmate and his visitor(s). Visitors or inmates are not allowed to move chairs/tables. Inmates will remain seated throughout the visit unless given permission by the Visiting Room Officer to move, (e.g., to use the restroom).
- k. Each inmate having a visit must assume responsibility for proper conduct during the visit. Each inmate will supervise his visiting children and not permit the children to wander from the immediate area, run about the visiting room, or create noise that disturbs other visits. Failure to supervise children will result in one warning and upon a second incident, either during the same visit or subsequent visits, the visit will be terminated. A log entry will be maintained on all incidents. Incident reports will be written for misconduct.
- l. Kissing and embracing are only at the beginning and end of a visit. At no time will excessive physical contact be allowed.

- m. No loud, boisterous talk, or profane language will be allowed in the visiting area.
- n. Inmates requiring the use of a wheelchair will be transferred into a wheelchair provided by the Health Services Department during their visit.

9. **RECORDS.** As a back-up to the computerized system, official inmate visiting folders will be maintained in the front lobby file cabinet. The records will be alphabetized by the inmate's last name. The unit team will keep these records current at all times and will pull the records of those inmates who have transferred or released. Documentation of suspended or terminated visits will also be maintained.

10. **LEGAL VISITS.**

- a. An attorney or paralegal must be on the inmate's visiting list before (s)he will be authorized visitation privileges. Requests will be referred to the inmate's unit team for processing. Processing will include a background check, and receipt of a copy of the attorney's bar card or sponsoring statement for the paralegal. Exceptions will be made only through a federal court order, or with sufficient legal cause.
- b. Before each visit, attorneys must present a valid bar card and a valid driver license or passport. Paralegals do not have to present a bar card. Staff may call the California State Bar at (415)561-8877, to verify the status of a California licensed attorney. Staff should consult with legal staff to verify the status of attorneys licensed to practice in other states.
- c. Paralegals, law clerks, and legal assistants must be sponsored by an attorney before being placed on the visiting list. The sponsoring attorney must submit a signed statement pursuant to 28 C.F.R. 543.16.
- d. Efforts will be made to prioritize legal visits over social visits. However, if a legal visitor is a friend or relative of the inmate and desires a social visit, there will be no priority for that visit.
- e. Since there are currently three legal visiting rooms, there will be no more than three legal visits at a time.
- f. Tape recorders or other electronic devices are not permitted in the institution unless the Warden provides written authorization responding to a written request for such equipment.

11. **HOLDOVER PROCEDURES.** Holdover inmates will be subjected to the provisions of this institution supplement, if approved for visiting privileges.
12. **MONITORING PROCEDURES.** Visitors and inmates in the visiting room are subject to video monitoring and staff surveillance. Visitors entering the institution are subject to electronic screening for the presence of metal objects and drugs.
13. **TERMINATION OF VISITS.** The Operations Lieutenant and Institution Duty Officer (IDO) may immediately terminate any visit for failure on the part of either the inmate or visitor to comply with visiting regulations. In all such cases, the Operations Lieutenant involved will submit a written report to the Captain, with a copy to the appropriate Unit Manager, for further evaluation of the situation. Curtailment of visiting privileges may result. The Visiting Room Officer will initiate an incident report if termination was due to improper conduct or violation of established rules and regulations. Termination of inmate visits due to overcrowding will be based on distance traveled by the visitor and frequency of visits. Those visitors who live close to the institution and visit frequently will be the first to be terminated.
14. **DETAINING VISITORS.**
 - a. Staff, with the approval of the Warden or Administrative Duty Officer (ADO), may detain a visitor found to be introducing or attempting to introduce contraband, such as narcotics, intoxicants, lethal or poisonous chemicals, gases, guns, knives, or other weapons, or who are engaged in conduct which is a violation of law, including but not limited to, actions which assist in escapes. Visitors will be detained pending notification and arrival of appropriate law enforcement officials.
 - b. Staff shall use only the minimum amount of force necessary to detain the individual. Visitors will be detained in an area that is out of the sight of other visitors and inmates. Staff shall forward through the Warden to the Regional Director a report describing the circumstances requiring the use of force.
 - c. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution.
15. **SEARCHING VISITORS.**
 - a. All searches shall be conducted using the guidelines set forth in national policy on searching, detaining, or arresting persons other than inmates.

- b. A visitor who objects to any search, test, or entrance procedure has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Any visitor who refuses to undergo a search of person and/or effects. The Operations Lieutenant, ADO, and the IDO will be notified.

- 16. **VERIFYING VISITORS FOR EXIT.** Verification of a visitor will be accomplished by examining the fluorescent stamp on the visitor's left hand with an approved ultraviolet light prior to leaving the visiting room. If the fluorescent stamp is not visible, the visitor will not be permitted to exit. The Operations Lieutenant and the IDO will be notified immediately. Visitors will not be allowed to exit the visiting room until proper identification and accountability of the inmate and visitor have been established.
- 17. **OFFICE OF PRIMARY RESPONSIBILITY.** Correctional Services.

Duke Terrell
Warden

**BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
TERMINAL ISLAND, CALIFORNIA 90731**

GENERAL VISITING INFORMATION

Visiting is permitted as follows:

Friday, Saturday, Sunday, Monday and Federal Holidays
8:00 a.m. to 3:30 p.m.

Tuesday, Wednesday and Thursday
No visiting

Visiting will be limited to a maximum of 240 total persons in the visiting room. This total includes visitors and inmates.

Parking in the institution parking lot is authorized for visitors on weekends and holidays. Visitors will park in the back row where the spaces are marked green. Visitors found to be in violation of this parking policy, will have their visit terminated immediately. In addition, future visits may be suspended.

The processing of visitors will begin 30 minutes prior to visiting. Visitors arriving at the institution earlier will be asked to leave and return at an appropriate time. Visitors will be given a "Notification to Visitors" form, an admittance number, and then be directed to the proper parking areas. Once all forms are completed, the visitor(s) will continue processing in the lobby area. After being processed through the lobby, the visitors will be required to leave their identification with the visiting room staff. Then the visitors will be escorted to the visiting room.

At the conclusion of visiting, inmates will say their goodbyes at the tables. Visitors will remain seated while the inmates are accounted for and moved to the rear of the visiting area. Once this process is completed, visitors will be processed out from the front to the back of the visiting room. Under no circumstances will visitors be processed if the visitors have walked to the front visiting door without staff authorization.

All visitors are required to depart the institution property immediately after visiting.

VISITING INSTRUCTIONS

1. All prospective visitors must be approved by unit staff before their names are added to the visiting list. It will be the responsibility of the inmate to notify his visitors when they have been approved for visiting. You may wish to verify your approval with the inmate prior to your visit to avoid an unnecessary trip.
2. Ordinarily, all immediate family members will be approved to visit. Immediate family includes mother, father, stepparents, foster parents, brothers and sisters, spouse, and children. In addition, up to ten friends or associates may be placed on the visiting list. This includes other family members under the age of 18. The visiting privilege will ordinarily be extended to those who have an established relationship with the inmate prior to confinement.
3. All visitors must complete and mail the Visitor Information form (BP-S629.052) to the assigned unit team. Visitors under the age of 18 must have a parent and/or guardian sign the Visitor Information form (BP-S629.052). Proof of parentage and/or guardianship, i.e., birth certificate or court document must accompany the form.
4. Children under the age of 16 must be accompanied by an adult already approved to visit the inmate. Supervision of children will be the joint responsibility of the adult visitor and the inmate.
5. All visitors, with the exception of children under 16 years old will be required to present photo identification issued by a recognized government agency. Visitors from outside the United States may present as identification the following: Resident Alien card, Employment Authorization Card, or a B1/B2 Visa Card. Otherwise, identification includes a valid state issued driver license, state or government issued identification card, or passport. In addition, the visitor's identification will be retained by visiting room staff upon admission to the institution and returned to the visitor upon exiting the institution. Attorneys will provide a current bar card for identification purposes. Failure to produce proper identification will be cause for denial of visiting.
6. Visitors that arrive at Terminal Island by vehicle will be required to place the license plate number and state on the "Notification to Visitors" form.
7. Only five visitors, including children, are authorized to visit an inmate at any one time.
8. Visitors under the influence of alcohol or drugs will not be authorized entrance into the institution.

9. All visitors who wish to enter the institution must dress appropriately. Attire considered unacceptable is listed below. However, this list is not all inclusive.
- a. Garments which reveal portions of the upper torso (i.e., halter, midriffs).
 - b. Sleeveless garments (i.e., tank tops, spaghetti strap dresses).
 - c. Athletic garments (i.e., warm-up suits, sweat pants, sweat shirts).
 - d. Spandex garments.
 - e. Shorts.
 - f. Skirts/dresses above the knee.
 - g. Khaki colored garments that resemble inmate attire.
 - h. Fatigues.
 - i. See-through garments (able to see skin tones).
 - j. Hats.
 - k. Non-prescription sunglasses.

Other attire deemed questionable may prevent visitors from entering the institution. **Questions regarding visitor dress will be referred to the lieutenant or IDO for final resolution.** The above does not apply to children ten years old or younger.

- 11. Food, to include candy, gum, or beverages, will not be brought into the institution. The only exception is for infant food noted below.
- 12. It is not permissible to bring gifts or packages of any type to an inmate. Money will not be accepted for an inmate's account. All money for an inmate must be mailed to the inmate. No written messages will be exchanged or signed during visiting without authorization. Such transactions should be handled through correspondence.
- 13. A greeting and farewell embrace is permissible. All contact must be consistent with proper order and good taste. Excessive physical contact will not be tolerated and will result in the immediate termination of visits.
- 14. Cameras or tape recorders are not allowed inside the visiting room without the prior written approval of the Warden.
- 15. Visitors are authorized to carry the following items into the visiting room:
 - a. Change purse (clear plastic only, no longer than 8 inches).
 - b. \$25 (in coins).
 - c. Comb.
 - d. Heart medication.
 - e. Jewelry worn.
 - f. Sealed infant formula, plastic baby bottles, (two of each), baby diapers (three each).

No baby strollers or diaper bags are allowed in the visiting room, only clear plastic bags.

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16. Visiting Room Officers have the authority to seat visitors and inmates in designated areas deemed appropriate for proper supervision.
17. The visiting room is designated as a **no smoking area**.
18. Attorneys are subject to the same regulations as social visitors. Attorney client rooms are available in the visiting room.

NOTE: Federal law provides a penalty of imprisonment for not more than 20 years, a fine, or both for providing or attempting to provide an inmate any item without the knowledge and consent of the Warden. Compromising the security of this institution by the introduction of drugs, money, or other illegal contraband will result in disciplinary action for the concerned inmate. Such disciplinary action could include the loss of all visiting privileges for a period of one year and the loss of visiting privileges with the person(s) visiting the inmate for a period of five years.

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Attachment 2

Directions to the
Federal Correctional Institution
Terminal Island, CA 90731
310-831-8961

From Long Beach, CA: Travel west on Ocean Boulevard or south on Interstate 710 over the Gerald Desmond Bridge. After you pass through three traffic lights, you will see an exit sign indicating Ferry Street. Take that exit, which exits to the right. This is Seaside Avenue. Continue to the traffic light and make a left. This is Ferry Street. Continue to the third traffic light, which will be the intersection of Terminal Way. Turn right on Terminal Way and continue. The road will curve to the left and the name changes once again to Seaside Avenue. Continue and the road will lead to the gate house at the entrance to the institution. Advise the staff at the gate that you are here to visit an inmate.

From the Harbor Freeway: Travel south on Interstate 110 toward San Pedro. Just before the highway ends, take the exit for the Vincent Thomas Bridge to Terminal Island (Route 47). After you cross the bridge, take Ferry Street exit on the right. At the traffic light turn left. This is Ferry Street. At the second traffic light, turn right on Terminal Way. Continue until the road curves to the left and the name changes to Seaside Avenue. Continue through and the road will lead you to a gate house at the entrance to the institution. Advise the staff at the gate that you are here to visit an inmate.